Oh Sheets!

Implementing Google Sheets Formulas to Make Your Life Easier

More Coming Soon
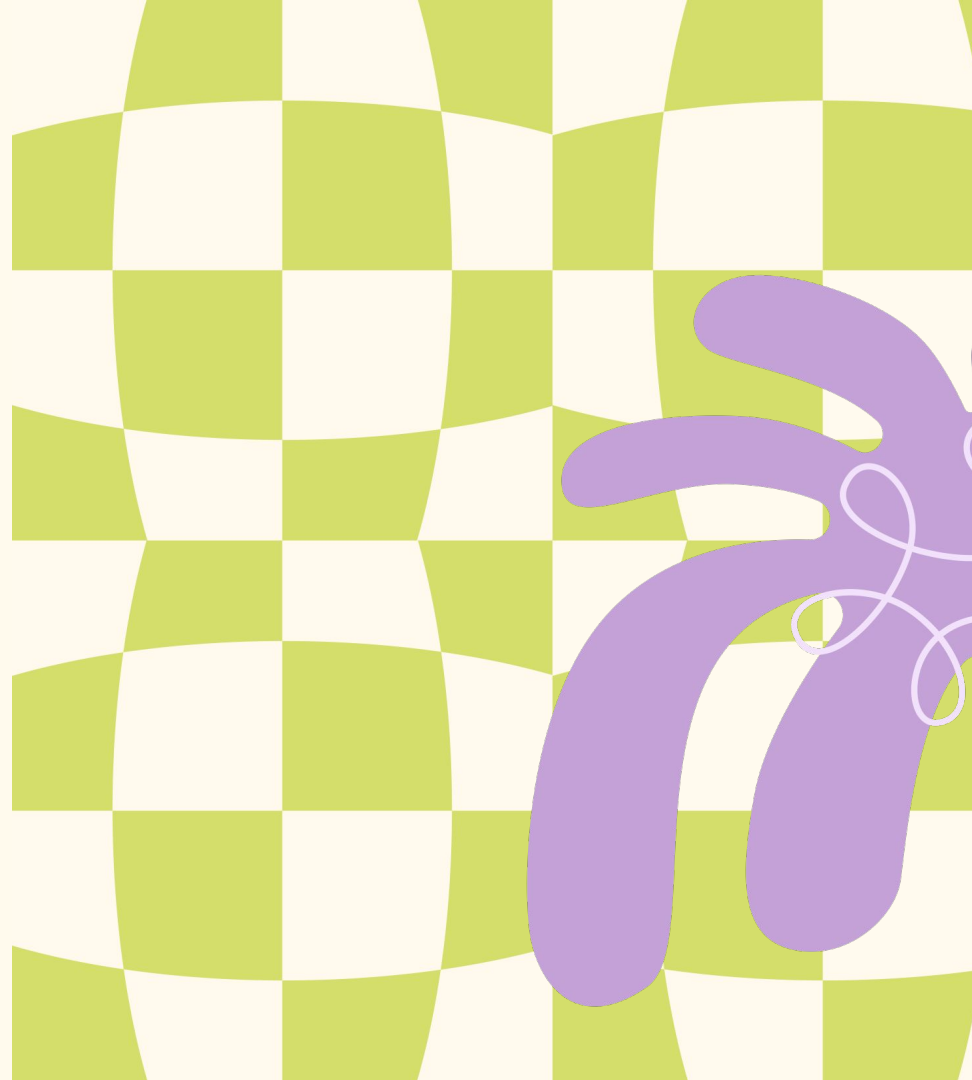
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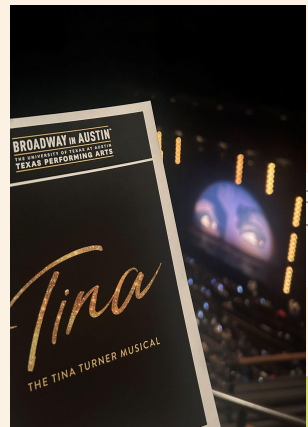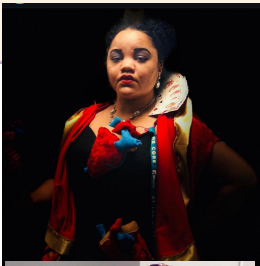
AGENDA

Marleigh Thomas, MEd

11th year in Education

- District Testing Coordinator
- GT Coordinator
- Campus Testing Coordinator
- Technology Instructional Coach
- STEM Teacher
- Science Teacher

RELAY/GSE
GRADUATE SCHOOL of EDUCATION

What Brings Me Joy:
- ★ DIY Costumes/ Clothes
- ★ Rocket (my dog)
- ★ Live local music
- ★ Family and friends
- ★ Musicals
- ★ Baking
- ★ Trying restaurants/ cuisines

←**Photo Captions:**
1. Homemade black and white cookies
2. A flexible 3D printed dino
3. Tina the Musical
4. Rocket and the Pease Park Gnome
5. A Handmade Celebratory outfit

KIPP Texas
Who We Are.

KIPP Texas Public Schools is a public charter school district operating in four major Texas cities that was founded in 1996. For the 2024-2025 SY we will have 54 total schools. We are an open enrollment public school and subject to all state rules for accountability.

Demographics
Hispanic Latino - 66%
Black or African American - 27%
Asian & Others- 7%
Special Pops
All schools are Title 1 Schools
Free & Reduced Lunch
Special ED, 504, EB, MTSS (RTI)
Approx. 300 Alt 2 Qualified
Approx 15,000 EB

KIPP TEXAS PUBLIC SCHOOLS

Austin	Houston	San Antonio	Dallas
10 Schools	**32 Schools**	**7 Schools**	**5 Schools**
5000	22211	3175	2417
Little KIPPsters	Little KIPPsters	Little KIPPsters	Little KIPPsters

3400+ Full time staff (non contract)

KIPP TEXAS PUBLIC SCHOOLS

OBJECTIVES

After attending this session, attendees will be able to use formulas on google sheets that will allow them to organize data, compare information from multiple sources, and complete simple calculations.

Learning these skills can lead to improved productivity and organization of large amounts of data from assorted platforms (like TIDE, TestHound, NWEA, Skyward, etc).

What is xlookup?

This function searches for a specific value in a range of data or array and then returns the corresponding value from another range of data or array. Essentially it searches and retrieves data efficiently. [1, 2]

Why xlookup and not v or h lookup?

Xlookup requires fewer "Arguments", allows you to search for data in any direction (unlike vlookup and hlookup). For basic data analysis, xlookup is a more efficient function and is considered an improved version on these other search functions.

XLOOKUP?

HOW CAN XLOOKUP BE USED?

(AKA ONLY A FEW OF THE MANY WAYS MARLEIGH HAS USED XLOOKUP IN THE PAST YEAR)

Compare large amounts of data for over 30,000 students

Compare current enrollment (from skyward or TestHound) to current Cambium registration

Compare data from a sign in sheet with the list of everyone who should have attended a meeting

Compare a list of students who qualify for STAAR Alt 2 from one platform with a list of students currently registered as needing STAAR Alt 2 on Cambium

Compare the list of students classified as EB on Skyward/ LPAC platform with what is notated on Cambium

Determine if adults completed a virtual training, filled out a google doc, and signed up for a Cambium account...

HOW TO USE

=xlookup(lookup_value, lookup_range, return range)

Becoming familiar with the XLOOKUP function's basic formula plays a crucial role. The structure *=xlookup(lookup_value, lookup_range, return range)* includes:

- *lookup_value:* the target of your search in sheet 1.

- *lookup_range*: This is where your target can be found in sheet 2.

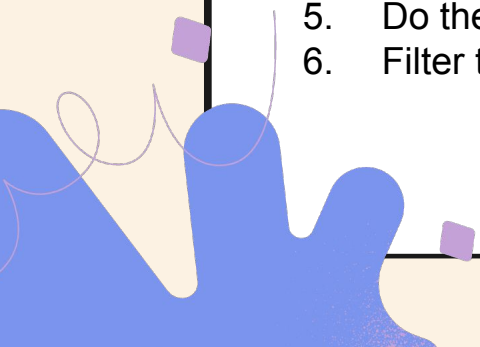- *return_range*: It is the source of your answer from sheet 2.

HOW TO USE

Sheet 1: Sample Cambium Registration (fake student data)
Sheet 2: Sample TestHound Enrollment (fake student data)

Steps:
1. Copy one sheet to the other sheet
2. Determine what is shared between the sheets (ID)
3. Change the format of the numbers
4. Decide what column you will have the returned information. Make sure it is an empty column to avoid errors
5. Do the xlookup function
6. Filter the results

Here is a recorded demonstration of using the xlookup formula

LET'S DO THIS!

What is countif?

This function counts the number of cells that meet a certain criterion. [1]

Why countif?

While it is possible to count the number of cells or the number of times a particular item appears on a spreadsheet, this takes a lot of time and human error is likely to occur. *Countif* makes the process easier and can be used in multiple conditions.

COUNTIF ??

HOW CAN COUNTIF/ COUNTIFS BE USED?

Keep track of how many meetings your CTCs have attended

Create an interactive checklist to monitor task completion

Count how many students have completed a particular exam and determine completion percentage

HOW TO USE

=COUNTIF(range, criterion)

The structure =COUNTIF(range, criterion) includes:

- *range:* the target of your search (usually a column)

- *criterion*: what is being counted (usually a cell containing a particular text)

Note: countif will only return for a single criterion. Countifs is used for multiple criteria
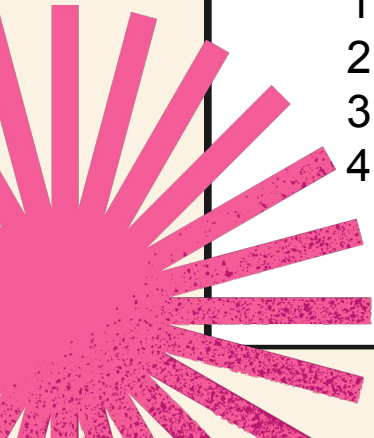
HOW TO USE

Sheet 1: [Sample December EOC Checklist](#)
Sheet 2: [Sample Assessment Completion Tracker (Fake data)](#)

Steps:
1. Determine what your criteria is (what needs to be counted)
2. Determine which part of the sheet will have this information
3. In an empty cell, enter the [countif f](#)unction
4. Marvel at your ability to easily analyze data!

Here is a recorded demonstration of using the countif function

LET'S DO THIS!

OTHER COOL STUFF YOU CAN DO ON SHEETS

Weekly Schedules

View Marleigh's recorded demonstrations

Practice any of these other functions that are possible on google sheets

Marleigh Thomas

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Youtube Playlist